

Animated Tutorials

The animated tutorials are available in HTML and SWF format. To watch the tutorial click on the HTML link. To save the animated tutorial to your computer, right-click (Windows) or control-click (Mac) the SWF link on the page below and select the appropriate command to save the file. Please note that the SWF file requires the use of the [Flash Player](#).

Creating an Announcement

In this tutorial, you will learn how to create an announcement in a Blackboard Learning System (Release 6), course Web site.
[[HTML](#) / [SWF](#)]

Modifying your Course Design

In this tutorial, you will learn how add a course banner and customize your course menu settings in a Blackboard Learning System (Release 6) course Web site.
[[HTML](#) / [SWF](#)]

Creating an Assignment

In this tutorial, you will learn how to create an Assignment in a Blackboard Learning System (Release 6) course Web site.
[[HTML](#) / [SWF](#)]

Completing and Submitting an Assignment

In this tutorial, you will learn how to complete and submit an assignment from the student's point of view in a Blackboard Learning System (Release 6) course Web site.
[[HTML](#) / [SWF](#)]

Grading an Assignment

In this tutorial, you will learn how to retrieve and grade an assignment in a Blackboard Learning System (Release 6) course Web site.
[[HTML](#) / [SWF](#)]

Building a Learning Unit

In this tutorial, you will learn how to build a Learning Unit in a Blackboard Learning System (Release 6) course Web site.
[[HTML](#) / [SWF](#)]

Creating and Managing Groups

In this tutorial, you will learn how to create and manage a collaborative group in a Blackboard Learning System (Release 6) course Web site.
[[HTML](#) / [SWF](#)]

Creating a Discussion Forum

In this tutorial, you will learn how to create a Discussion Forum, and modify Forum and User Settings in a Blackboard Learning System (Release 6), course Web site.
[[HTML](#) / [SWF](#)]

Archiving Discussion Board Threads

In this tutorial, you will learn how to create an archive, move threads to an archive, release threads and remove archives in a Blackboard Learning System (Release 6) course Web site.
[[HTML](#) / [SWF](#)]

Working with Discussion Board Options

In this tutorial, you will learn how to access and utilize the Discussion Board options in a Blackboard Learning System (Release 6) course Web site.
[[HTML](#) / [SWF](#)]

Tip Sheets

The following documents are available in PDF (download [Reader](#)), or PDF format. To save the document to your computer, right-click (Windows) or control-click (Mac) the link on the page below and select the appropriate command to save the file.

Getting Started in Your Release 6 Course

Before you begin creating courses, learn how the system works and some effective strategies for planning your course.
[[PDF](#) - 147 KB]

What's New and Different in Release 6

A quick overview for instructors, covering the major differences between Blackboard 5 and Blackboard Learning System (Release 6).
[[PDF](#) - 21KB]

Digital Drop Box vs. Assignments

This tip sheet highlights best practices for working with the Digital Drop Box and the new Assignment content type.
[[PDF](#) - 258KB]

Field Lengths

This tip sheet lists all of the text fields in Blackboard, and the amount of text you can input in each one.
[[PDF](#) - 20KB]

Administrative User Roles (Updated 7/03/2003)

This tip sheet highlights the different types of roles which determine the user's level of access to various areas within the system.
[[PDF](#) - 224KB]

Gradebook Icons and Definitions (Added 6/25/2003)

This tip sheet will teach you how to interpret the Gradebook Icons to make grading easier and an easy grading process in Blackboard 6!
[[PDF](#) - 147KB]

Weighting Grades by Category or Item (Added 6/25/2003)

Gradebook contains a grade weighting feature that allows an instructor to determine how the software calculates the final grade for a student. There are two options: Weight by Item and Weight by Category...
[[PDF](#) - 165KB]

Gradebook Weighting by Category (Added 6/25/2003)

This tip sheet or job aid is designed to ensure accurate Weighting by Category.
[[PDF](#) - 144KB]

Course Roles (Added 8/5/2003)

This tip sheet defines the course roles for all Blackboard users. This tip sheet is especially useful for Instructors who are creating additional roles for course management.
[[PDF](#) - 232KB]

System Reports (Added 8/5/2003)

As a system administrator, explore system reporting in Blackboard with this tip sheet. Please note the reports require Crystal Reports software.
[[PDF](#) - 127KB]